

Development
2000 Forest Ridge Drive, Bldg. B
Bedford, Texas 76021
Phone: 817-952-2125 Fax: 817-952-2210

Certificate of Occupancy Information

All businesses in Bedford must have a Certificate of Occupancy. This includes new businesses, business name changes, new location of businesses, or expansion of businesses.

New Business, Expansion, Owner Change, Name Change:

- ☐ Apply at City of Bedford for a Certificate of Occupancy permit.
 - ✓ \$60.00 for Certificate (no utilities)
 - ✓ \$60.00 for Fire Marshal inspection fee
 - ✓ \$63.00 for Reconnect/Release to Utility Provider. **Tenant must contact utility provider.*
 - ✓ **\$183.00** Total for all of the above

***You must call and apply for service (electric/ gas) with the utility company (Provider) that will be supplying your power. If you do not make application with them, the electricity/gas will be turned off and the City's release will not be activated by the utility company. The utility provider's application is valid for 20 days only, so the Certificate of Occupancy permit must be applied for and all inspections approved within that 20 day time period or your power will be turned off.**

If you will be collecting Sales Tax a copy of your "Texas Sales and Use Permit" **must be submitted with your application.**

A **Second-Hand Dealer Permit** must be filled out, notarized, and attached to the Certificate of Occupancy application by Resale/Second-Hand dealerships.

- ☐ Once your Certificate of Occupancy application is approved by our Building Official, we will contact you to come into our office to sign and obtain your permit. Your fees are due at that time and you will schedule your inspections.
- ☐ After the inspection you will be given a green tag- okay or red tag-turned down. If okay, we notify the utility companies to release the account in your name. Your utility company will activate the account, only if you have made application with them.
- ☐ Move in your furniture but do not do business. You must notify the Fire Marshal that you need an inspection.
- ☐ We will receive copies of the green tag and Fire Marshal's approval, so there is no need for you to bring copies to our office. You will need to let us know if we can mail your certificate to you, or if you prefer to pick it up.
- ☐ After receiving all required paperwork, allow 4 business days for your permanent Certificate of Occupancy to be processed.

Commercial Remodel:

- ⇒ Fill out a Certificate of Occupancy Application. There is no charge.
- ⇒ Once the final inspection is done bring in your green tag and Fire Marshal inspection report.

Important Numbers:

Development Department	817/ 952-2125
Building Inspection Department	817/ 952-2134
Fire Marshal's Office	817/ 952-2500
Economic Development Department	817/ 952-2169
Tarrant County Tax Assessor	817/ 884-1100
Tarrant County Health Dept.	817/ 321-4980
Inspection Request Line	817/ 952-2155

NOTE: All banner, portable signs, and permanent signs require a permit.